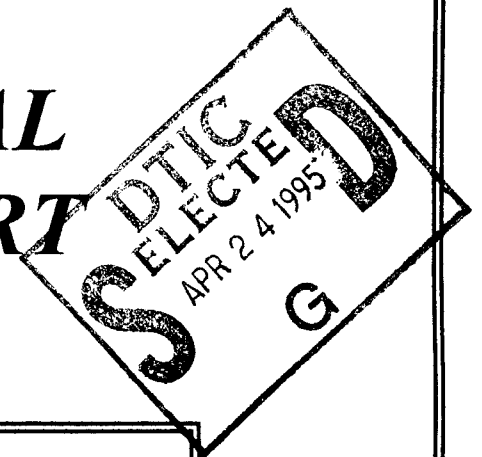


**UNITED STATES
AIR FORCE**

19950421 065

**OCCUPATIONAL
SURVEY REPORT**



DIET THERAPY CAREER LADDER

AFSC 4D0X1

AFPT 90-926-995

DECEMBER 1994

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-4449**

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HQ AFMPC/DPMRAD2	1				
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HQ AFSPACECOM/DPAE	3		3	3	
HQ AMC/DPAET	1			1	
HQ PACAF/DPAET	3		3	3	
60 MG/SGF, 101 BODIN CIRCLE, TRAVIS AFB CA 94535-1800	1		1	1	
HQ USAFE/DPATTJ	3		3	3	
HQ USMC/STANDARDS BRANCH	1				
NODAC	1				
382 MTS/BTD, 917 MISSILE RD STE 3, SHEPPARD AFB TX 76311-2245	4	2	3	3	4
888 TRG/CCT, 939 MISSILE RD, SHEPPARD AFB TX 76311-2245	1		1	1	

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PREFACE

This report presents the results of an Air Force Occupational Survey of the Diet Therapy (AFSC 4D0X1) career ladder. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by Mrs. Cynthia Luster. Computer programming and administrative support were provided by Mr. Wayne Fruge and Ms. Linda McDonald, respectively. Mr. Roberto B. Salinas analyzed the data and wrote the final report. This report has been reviewed and approved by Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections and other interested training and management personnel. Additional copies may be requested from the Air Force Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB Texas 78150-4449.

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SUMMARY OF RESULTS

1. Survey Coverage: This report is based on data collected from 529 respondents, constituting 71 percent of all assigned AFSC 4D0X1 personnel and 78 percent of those receiving survey booklets.
2. Specialty Jobs: Three clusters and three independent jobs were identified in the career ladder structure analysis. Two clusters and two independent jobs involved the primary day-to-day nutritional therapy responsibilities of the career ladder. The remaining jobs were oriented toward managerial, administrative, and training activities.
3. Career Ladder Progression: Personnel at the 3- and 5- skill levels spend practically all of their job time performing technical duties and tasks across a number of jobs. Seven-skill level personnel devote over 50 percent of their relative duty time to nontechnical tasks, clearly reflecting a shift toward supervisory functions. Nine-skill level members are basically managers and supervisors.
4. AFMAN 36-2108 Specialty Descriptions: All descriptions accurately depict the nature of the respective jobs.
5. Implications: The Diet Therapy specialty presents a fairly stable and heterogeneous career ladder. Overall job satisfaction is lower since the last survey 9 years ago.

**OCCUPATIONAL SURVEY REPORT (OSR)
DIET THERAPY CAREER LADDER
(AFSC 4D0X1)**

INTRODUCTION

This is an occupational survey report of the Diet Therapy career ladder, AFSC 4D0X1. This survey was initiated by the Air Force Occupational Measurement Squadron (AFOMS) to obtain a comprehensive list of tasks performed and equipment used, as well as the specific types of diets for which menus are prepared in this career program. In addition, OSR data were needed to support a utilization and training workshop (U&TW) conducted May 1994 at Sheppard AFB TX. The last survey pertaining to this specialty was published in December 1985.

Background

As described in AFMAN 36-2108 Specialty Descriptions, dated April 1991, personnel in this career ladder prepare, cook, and serve routine and therapeutic diets and nourishments for personnel under medical treatment; perform clinical dietetics tasks; and accomplish subsistence and supply management in medical food service facilities. In addition, 7- and 9-skill personnel supervise and superintend medical food service activities.

To qualify for AFSC 4D0X1, personnel must first complete a preparatory training course (L3AQR4D031 001) which covers preparing, cooking, and serving food. This is a 6-week, 4-day course conducted at Lackland AFB TX and is the same course given to Morale, Welfare, Recreation (MWR) and Service Specialists in AFSC 3M0X1. After this course, personnel must complete a basic technical training course (J3ABR4D031 001) administered by the 82d Medical Training Group at Sheppard AFB TX. This 4-week, 2-day course covers knowledge in basic nutrition, calculating, modifying, preparing, and serving therapeutic diets; operation and cleaning of nutritional medicine service equipment; procurement, storing, issuing dietetic foods and supplies; accounting procedures; and nutritional medicine service administration. Entry into the career ladder currently requires a minimum Armed Services Vocational Aptitude Battery General score of 43 and the capability to lift 40 pounds to a height of 6 feet (strength factor "G").

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This survey, as mentioned before, was initiated to gather the latest occupational data in support of a U&TW. Survey data, compiled in the form of a training extract and a task module extract, were provided to training personnel in February 1994. On 24-28 May 1994, at Sheppard AFB TX, a U&TW was held in which the survey data played an integral role in the decision-making process. A specialty training standard (STS) was developed which highlighted a greater emphasis on core tasks, put rigor in the on-the-job training (OJT) program, and beefed up the 5-skill level career development course (CDC). Additionally, a resident 7-skill level awarding course was also created at this Workshop.

The reader, upon reviewing the summarized information in this report, even from a historical standpoint, will have a clear understanding of a specialty that has remained relatively stable in terms of the jobs performed since the last OSR, 9 years ago. The information provided from the survey findings can serve as a valuable tool for decision-making for years to come.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) AFPT 90-926-995, dated January 1993. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 22 subject-matter experts (selected to cover a variety of MAJCOMs and career ladder functions) at the following locations:

<u>BASE</u>	<u>REASON FOR VISIT</u>
Sheppard AFB TX	Regional Hospital Activities
Altus AFB OK	Community Hospital Activities
Lackland AFB TX	Medical Center Activities
FE Warren AFB WY	Small Clinic Activities

The resulting JI contained a comprehensive listing of 383 tasks grouped under 14 duty headings and a background section requesting such information as paygrade, job title, size of medical facility, equipment used, and diets with which personnel are experienced.

Survey Administration

From June 1993 through September 1993, Survey Control Monitors at Military Personnel Flights (MPF) in operational units worldwide administered the inventory to job incumbents holding DAFSC 4D0X1. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Military Personnel Center (AFMPC).

Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total of task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across MAJCOMs and paygrade groups. All eligible DAFSC 4D031, 4D051, 4D071, 4D091, and 4D000 personnel were mailed survey booklets. Eligibility to participate in an occupational survey is limited to personnel who have held their duty AFSC a minimum of 6 weeks and who have at least 6 weeks on the job. Those projected to retire or in PCS status within the data collection phase of the study are excluded.

Table 1 reflects the percentage distribution, by MAJCOM, of assigned personnel in the career field as of April 1993. The 529 respondents in the final sample represent 78 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for these respondents. As reflected in these tables, the survey sample is a very good representation of the career ladder population.

Data Processing and Analysis

Once the JIs were received from the field, the booklets were screened for completeness and accuracy and optically scanned to create a complete case record for each respondent. Comprehensive Occupational Data Analysis Program (CODAP) then created a job description for each respondent, as well as composite job descriptions for members of various demographic groups. These job descriptions were used for much of the analyses reported in this OSR.

TABLE 1
MAJCOM REPRESENTATION IN SAMPLE
AFSC 4D0X1

COMMAND	PERCENT ASSIGNED* (N=740)	PERCENT OF SAMPLE (N=529)
ACC	31	27
AETC	23	29
AMC	18	19
AFMC	12	9
PACAF	6	5
USAFE	4	1
USAFA	2	2
AFSPACECOM	1	2
OTHER	3	6

Total Assigned = 740

Total Surveyed = 678

Total in Survey Sample = 529

Percent of Assigned in Sample = 71%

Percent of Surveyed in Sample = 78%

* Assigned strength as of April 1993

TABLE 2
PAYGRADE DISTRIBUTION OF SAMPLE
AFSC 4D0X1

PAYGRADE	PERCENT ASSIGNED* (N=740)	PERCENT IN SAMPLE (N=529)
E-1 to E-3	27	26
E-4	31	30
E-5	26	29
E-6	10	10
E-7	4	4
E-8	1	1
E-9	**	**

* Assigned strength as of April 1993

** Less than 1 percent

Task Factor Administration

Personnel who make decisions about career ladder classification and utilization policies and about training programs use task factor data (training emphasis (TE) and task difficulty (TD) ratings), as well as job descriptions. The survey process provides these data by asking selected E-6 and E-7 supervisors to complete either a TE or TD booklet. These booklets are processed separately from the JIs, and TE and TD data, when applicable, are considered when analyzing other issues in the study.

Task Difficulty (TD). TD is defined as an estimate of the length of time the average airman takes to learn how to perform each task listed in the inventory. Twenty-six experienced AFSC 4D0X1 supervisors rated the difficulty of the tasks in the inventory on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Interrater agreement for the 26 raters is acceptable. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or greater is considered to be difficult to learn.

Training Emphasis (TE). TE is defined as the amount of structured training that first-enlistment personnel need to perform tasks successfully. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method.

For this study, no TE data are available. Twenty-five experienced AFSC 4D0X1 NCOs rated tasks in the inventory on a 10-point scale ranging from 0 (no training required) to 9 (high TE required). Interrater agreement for these 25 raters was not adequate, indicating there was not a satisfactory agreement among raters as to which tasks required some form of structured training. This lack of agreement among AFSC 4D0X1 7-skill level personnel is, in all probability, directly correlated to the size and function of the medical facility to which they are assigned. Mindful of this finding, data in the TASK MODULE EXTRACT (TME) are organized with a focus on jobs peculiar to those medical facilities. Further details regarding TMEs will be discussed in the training section of this report.

SPECIALTY JOBS (Career Ladder Structure)

A USAF Occupational Analysis begins with an examination of the career ladder structure. The structure of jobs within the Diet Therapy career ladder was examined on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of other specialty background factors.

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	CLN DIETETICS Jobs					PTS/MED FACILITY	
	CLN DIETETICS CLUSTER (N=48)	Nutr Therapist (N=20)	CLN Dietetics Supv (N=22)	Menu Prod/Svc (N=276)	PTS CLUSTER (N=51)	PTS Lrg Fac (N=28)	PTS Sml Fac (N=16)
A. ORGANIZING AND PLANNING	4	1	7	2	2	*	1
B. DIRECTING AND IMPLEMENTING	5	2	9	2	2	3	*
C. INSPECTING AND EVALUATING	5	3	8	2	2	2	2
D. TRAINING	4	2	7	1	*	1	*
E. PERFORMING ADMINISTRATIVE FUNCTIONS	14	16	13	5	4	2	11
F. PERFORMING MENU PRODUCTION	4	2	4	30	19	18	18
G. PERFORMING THERAPEUTIC FOOD PREPARATION	4	5	4	10	7	5	11
H. PREPARING SERVING LINES OR SERVING FOODS	6	5	7	17	31	38	20
I. CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	1	*	*	19	21	24	14
J. PREPARING COOK THERAPEUTIC INFLIGHT MEALS (CTIMs)	1	2	*	2	2	2	*
K. APPLYING DIET THERAPY AND CLINICAL NUTRITION	50	61	38	4	5	*	13
L. MAINTAINING STOREROOMS	*	-	*	3	3	*	7
M. MANAGING DINING FACILITIES	*	-	2	2	1	2	*
N. SUPPORTING FIELD CONDITIONS	*	*	*	*	*	-	*

* Less than 1 percent

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	SUBSISTENCE & SUPPLY CONTROL (N=46)	SMA CLUSTER (N=99)	SUPV/MGR/ADMIN Jobs			
			Dining Room Shift Leader (N=14)	Trifood Mgmt (N=9)	Nutr Med Svc Mgmt (N=63)	TT INSTR (N=4)
A. ORGANIZING AND PLANNING	8	15	6	17	18	10
B. DIRECTING AND IMPLEMENTING	7	16	9	15	18	14
C. INSPECTING AND EVALUATING	8	17	11	16	19	8
D. TRAINING	4	13	5	16	16	51
E. PERFORMING ADMINISTRATIVE FUNCTIONS	13	12	19	15	10	2
F. PERFORMING MENU PRODUCTION	1	5	16	5	2	2
G. PERFORMING THERAPEUTIC FOOD PREPARATION	*	*	*	*	*	-
H. PREPARING SERVING LINES OR SERVING FOODS	1	4	11	6	2	-
I. CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	5	2	7	2	*	5
J. PREPARING COOK THERAPEUTIC INFLIGHT MEALS (CTIMs)	*	*	*	-	*	-
K. APPLYING DIET THERAPY AND CLINICAL NUTRITION	*	6	1	*	8	*
L. MAINTAINING STOREROOMS	45	3	2	2	3	8
M. MANAGING DINING FACILITIES	5	4	12	6	1	-
N. SUPPORTING FIELD CONDITIONS	*	*	-	*	*	-

* Less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	CLN DIETETICS Jobs						PTS/MED FACILITY	
	CLN DIETETICS CLUSTER (N=48)	CLN		Menu		PTS CLUSTER (N=51)	PTS Lrg Fac (N=28)	PTS Sml Fac (N=16)
		Nutr Therapist (N=20)	Dietetics Supv (N=22)	Prod/Svc (N=276)				
NUMBER IN GROUP	48	20	22	276		51	28	16
PERCENT OF SAMPLE	9%	4%	4%	52%		10%	5%	3%
PERCENT IN CONUS	92%	85%	95%	91%		94%	96%	88%
PERCENT FEMALE	54%	65%	50%	37%		51%	54%	56%
PERCENT MALE	46%	35%	50%	63%		49%	46%	44%
<u>DAFSC DISTRIBUTION</u>								
4D031	8%	15%	5%	27%		49%	50%	38%
4D051	71%	85%	59%	62%		41%	36%	56%
4D071	21%	0%	36%	11%		10%	14%	6%
4D091	0%	0%	0%	0%		0%	0%	0%
4D000	0%	0%	0%	0%		0%	0%	0%
PREDOMINANT GRADE(S)	E-5	E-3/4	E-5	E-4		E-2/4	E-2	E-4
AVG MONTHS IN CAREER FIELD	57	41	69	51		32	37	31
AVG MONTHS IN SERVICE	81	54	102	69		42	47	41
PERCENT IN FIRST ENLISTMENT	27%	55%	5%	50%		67%	61%	69%
PERCENT SUPERVISING	46%	40%	59%	31%		14%	21%	6%
AVG NUMBER OF TASKS PERFORMED	41	26	60	129		52	55	57

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	SUBSISTENCE & SUPPLY CONTROL (N=46)	SMA CLUSTER (N=99)	SUPV/MGR/ADMIN Jobs				TT INSTR (N=4)
			Dining Room Shift Leader (N=14)	Trifood Mgmt (N=9)	Nutr Med Svc Mgmt (N=63)		
NUMBER IN GROUP	46	99	14	9	63	4	
PERCENT OF SAMPLE	9%	19%	3%	2%	11%	1%	
PERCENT IN CONUS	89%	93%	86%	100%	92%	100%	
PERCENT FEMALE	22%	21%	43%	33%	16%	25%	
PERCENT MALE	78%	79%	57%	67%	84%	50%	
<u>DAFSC DISTRIBUTION</u>							
4D031	2%	0%	0%	0%	0%	0%	
4D051	70%	34%	86%	22%	20%	100%	
4D071	28%	57%	14%	78%	65%	0%	
4D091	0%	6%	0%	0%	10%	0%	
4D000	0%	3%	0%	0%	5%	0%	
<hr/>							
PREDOMINANT GRADE(S)	E-5	E-5	E-5	E-6	E-6	E-5	
AVG MONTHS IN CAREER FIELD	97	142	122	150	151	108	
AVG MONTHS IN SERVICE	116	170	147	159	180	111	
PERCENT IN FIRST ENLISTMENT	18%	1%	0%	0%	2%	0%	
<hr/>							
PERCENT SUPERVISING	67%	96%	100%	100%	95%	25%	
AVG NUMBER OF TASKS PERFORMED	51	81	84	51	90	44	

Each individual in the sample performs a set of tasks called a job. For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the CODAP system for job analysis. Each individual job description (all the tasks performed by that individual and the relative amount of time spent on those tasks) in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups, or new groups are formed based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

As mentioned above, the basic identifying group used in the hierarchical job structuring process is the Job. When there is a substantial degree of similarity between jobs, they are grouped together and identified as a Cluster. Specialized jobs too dissimilar to fit within the cluster are labeled Independent Jobs (IJs). The job structure information resulting from this grouping process (the various jobs within the career ladder) can be used to evaluate the accuracy of career ladder documents (AFMAN 36-2108 Specialty Descriptions and STSs) and to gain a better understanding of current utilization patterns. The above terminology will be used in the discussion of the AFSC 4D0X1 career ladder structure.

Overview of Specialty Jobs

Structure analysis identified three clusters and three independent jobs within the survey sample of 529 airman. Based on task similarity and relative time spent, the division of jobs performed by AFSC 4D0X1 personnel is illustrated in Figure 1, and a listing of those clusters and independent jobs is provided below. The stage (ST) or group (GP) number shown beside each title is a reference to computer-printed information; the number of personnel in each group (N) is also shown.

- I. CLINICAL DIETETICS CLUSTER (GP0058, N=48)
 - A. Nutritional Therapist Job (ST0048, N=20)
 - B. Clinical Dietetics Supervisory Job (ST0055, N=22)
- II. MENU PRODUCTION AND SERVICE JOB (GP0057, N=276)
- III. PATIENT TRAY SERVICE (PTS) (GP0056, N=51)
 - A. PTS/Large Medical Facility (ST0040, N=28)
 - B. PTS/Small Medical Facility (ST0046, N=16)
- IV. SUBSISTENCE AND SUPPLY CONTROL JOB (GP0055, N=46)

AFSC 4DOX1 SPECIALTY JOBS (N= 529)

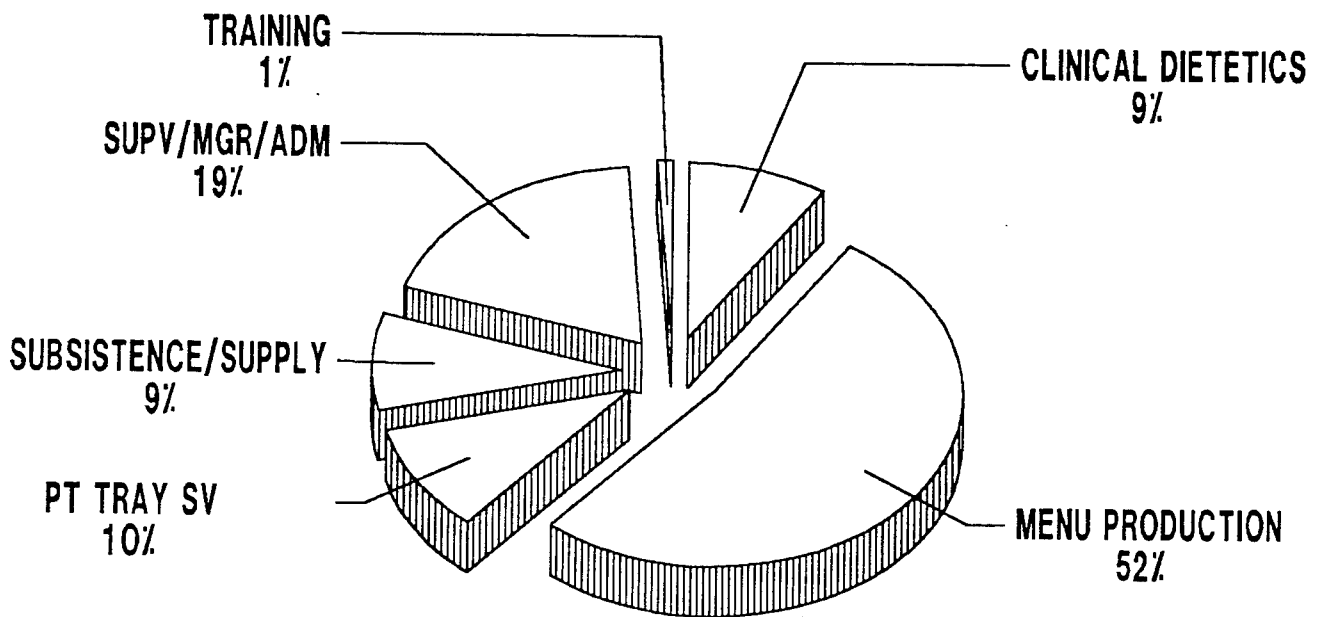


FIGURE 1

V. SUPERVISORY/MANAGERIAL/ADMINISTRATIVE CLUSTER (ST0022, N=99)

- A. Dining Room Manager/Shift Leader Job (ST0053, N=14)
- B. Trifood Management Job (ST0035, N=9)
- C. Nutritional Medicine Service Management Job (ST0069, N=63)

VI. TECHNICAL TRAINING INSTRUCTOR JOB (ST0076, N=4)

The respondents forming these groups account for 99 percent of the survey sample. The remaining few were performing tasks or series of tasks that did not group with any of the defined jobs. Job titles given by respondents that were representative of these personnel included NCOIC of Bakery and Night Shift Worker.

Group Descriptions

The following paragraphs contain brief descriptions of the three clusters and the three independent jobs identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs. Selected background data for these groups are provided in Table 4. Representative tasks for all the groups are contained in Appendix A.

I. CLINICAL DIETETICS CLUSTER (GP0058). In this cluster, the primary job is the performance of tasks related to clinical nutrition counseling of patients. The 48 members in this group (9 percent of the sample) spend an average of 50 percent of their relative job time applying diet therapy and clinical nutrition; another 14 percent is spent performing administrative functions. They perform an average of 41 tasks, including the following:

- interview patients to determine food habits or preferences
- make ward rounds or visits
- complete AF Forms 1741 (Diet Record)
- advise patients in selecting food items for their diets
- collect or maintain diet order sheets, such as
AF Forms 1094 (Diet Order)

There are two jobs within this cluster. Members of the first job, Nutritional Therapist, are a homogeneous group who are distinguished by the time they interface with physicians or nurses and perform calculations of dietary requirements. The second job, Clinical Dietetics Supervisor, is more supervisory in nature, with about 43 percent of their time spent on supervisory and administrative functions and only 38 percent of the time spent applying therapy and clinical nutrition.

Members in this cluster average 6 years, 8 months' TAFMS, with 27 percent in their first enlistment. The predominant grade is E-5, with 71 percent qualified at the 5-skill level, 21 percent at the 7-skill level, and only 8 percent at the 3-skill level.

II. MENU PRODUCTION AND SERVICE JOB (GP0057). This job, performed by 276 members, representing over half the total sample, focuses on preparing food for both regular and therapeutic diets. The single largest portion of a worker's relative job time (31 percent) is spent on tasks related to menu production; that is, tasks involving food preparation, cooking, and menu orders. The next largest portion of their time (19 percent) is spent performing tasks related to cleaning and maintaining food service facilities, followed by preparing serving lines or serving foods at 17 percent. An average of 129 tasks are performed on this job. Representative tasks of this group's job include the following:

- cover, date, and store leftover food items
- cook eggs
- cook meats
- portion individual servings of foods
- clear and clean work tables or areas

Sixty-two percent of these respondents hold a 5-skill level DAFSC and report an average of 4 years in the career field. Fifty percent are in their first enlistment and average 6 years' TAFMS. The predominant grade is E-4.

III. PATIENT TRAY SERVICE (PTS) CLUSTER (GP0056). The 51 airmen in this cluster are responsible for the performance of tasks associated with serving lines or the preparation and serving of patient trays, averaging about 52 tasks. Thirty-one percent of their time is spent preparing the serving line and serving food, with 21 percent spent cleaning and maintaining food service facilities and 19 percent performing menu production. Examples of tasks performed by this group, who account for 10 percent of the sample, include:

- serve foods on serving lines or patient tray assembly lines
- break down serving lines or patient tray assembly lines
- clear and clean serving lines or patient tray assembly lines
- clean beverage dispensers
- cover, date, and store leftover food items
- make coffee, tea, or cocoa

The two jobs within this cluster differ according to the patient bed rate of the medical treatment facility to which personnel are assigned. The first job, PTS/Large Medical Facility (245 beds or more), concentrates mainly on preparing patient trays, handling food, and sanitizing equipment found in dining halls of a large facility. The second job, PTS/Small Medical Facility (35 beds or less), concentrates more on preparing trays that are delivered by food cart to the patients' floor or bedside. Interface with patient and medical staff is much more pronounced in this job.

The predominant grade of personnel in this cluster is E-2, and 50 percent report holding DAFSC 4D031. Incumbents are the most junior of the sample, having an average of 3 years, 6 months on active duty.

IV. SUBSISTENCE AND SUPPLY CONTROL JOB (GP0055). This job involves maintaining the medical food service storerooms and performing related administrative functions. As a group, these 46 members spend over 58 percent of their relative job time performing storeroom and administrative tasks. They average 51 tasks, with only 23 accounting for half their time, including the following examples:

- issue food items
- prepare or maintain AF Forms 543 (Food Issue Record)
- rotate stocks using first-in-first-out (FIFO) principles
- order food items from troop issue
- receive food items from vendors, other than commissaries
- maintain stock or reserve levels of subsistence or expendable supplies

Most members of the group hold the 5-skill level (70 percent), 28 percent hold a 7-skill level, and only 2 percent are 4D031s. They average 9 years, 6 months' TAFMS and the predominant paygrade is E-5.

V. SUPERVISORY/MANAGERIAL/ADMINISTRATIVE CLUSTER (ST0022). The primary focus of this cluster is on management functions. This cluster consists of 99 members, comprising 19 percent of the AFSC 4D0X1 survey sample. Sixty-three percent of the group hold the 7- or 9-skill level DAFSC. Ninety-six percent report supervising other personnel, and 74 percent of their relative job time is devoted to supervisory, managerial, training, and administrative duties and tasks. Common tasks performed by this highly experienced group (averaging 11 years, 10 months in the career field) include:

- prepare EPRs
- supervise Diet Therapy Specialists (AFSC 92650)
- inspect personnel for hygiene, grooming, or military standards
- counsel or document counseling of subordinates on personal or work-related problems
- conduct in-service training
- determine work priorities

The majority of the members in this cluster perform general supervision over nutritional therapy personnel, a trait of the Nutritional Medicine Service Supervisory job. However, there are two small groups within this cluster that perform a slightly different type of supervisory job. The Dining Room Manager/Shift Leader job is distinguished by the performance of cashier functions and dining room management activities. The prominent characteristic of the Trifood Management job is the supervision of a relatively new computerized food program (Trifood) which, in essence, analyzes nutrients in specific types of diets for which menus are prepared.

VI. TECHNICAL TRAINING INSTRUCTOR JOB (ST0076). This job, performed by only 1 percent of the total sample, is comprised of four instructors who are responsible for the theory and hands-on instruction on nutrition and nutritional medicine service provided to entry-level personnel at Sheppard AFB. Over 60 percent of their relative job time is spent performing training functions. Areas of responsibility include counseling, evaluation, and classroom training. Some of the specialized tasks performed by these airmen are:

- conduct resident technical training courses
- counsel students or subordinates on training progress
- develop or update plans of instruction (POIs), specialty training standards (STSs), or lesson plans
- score oral, written, or performance tests
- administer oral, written, or performance tests

All members hold DAFSC 4D051, and the predominant paygrade is E-5. These highly experienced instructors average 9 years in the career field and 3 years, 5 months in their present job.

Comparisons of Specialty Jobs

Three clusters and three independent jobs were identified in the career ladder structure analysis. Two clusters and two independent jobs were directly involved in performing duties and tasks pertaining to clinical dietetics; therapeutic diets, nourishment, and service; and supply management. The remaining jobs were characterized by supervisory, managerial, or training activities.

Comparison of Current Group Descriptions to Previous Survey Findings

The results of the specialty job analysis were compared to those of OSR AFPT 90-692-486, DIET THERAPY CAREER LADDER, dated December 1985. Except for two jobs, the identified career ladder structure for AFSC 4D0X1 career ladder personnel in 1985 has remained relatively unchanged through the years (see Table 5). In both analyses, jobs associated with clinical dietetics, menu production and service, tray service, and supply maintenance were identified. The nontechnical jobs found in the 1985 OSR were also identified in the current study.

The two jobs without a direct match represent a very small percentage of the sample. The first job, Technical Training Instructor, has little impact on the career ladder as a whole in terms of numbers. However, the Trifood Management job, although very small, is noteworthy. Technology used in this job (trifood computer program) is on the cusp of Air Force-wide utilization. In fact, this area was the subject of a lengthy discussion during the U&TW; consequently, a new paragraph covering this subject was added to the STS.

ANALYSIS OF DAFSC GROUPS

Analysis of DAFSC groups, together with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed by members of the various skill-level groups, which in turn may be used to determine how well career ladder documents, such as AFMAN 36-2108 Specialty Descriptions and the STS, reflect what members of the various skill-level groups are doing.

TABLE 5

JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1985 SURVEY

CURRENT	1985
I. CLINICAL DIETETICS CLUSTER (N=48) A. Nutritional Therapist Job (N=20) B. Clinical Dietetics Supervisory Job (N=22)	I. CLINICAL DIETITICIAN (N=28) Dietician Clerk (N=9) Nutrition Counselor (N=10) Clerical Dietician (N=5)
II. MENU PRODUCTION AND SERVICE JOB (N=276)	II. MEDICAL FOOD SERVICE CLUSTER (N=254) Menu Production Personnel (N=8)
III. PATIENT TRAY SERVICE (PTS) CLUSTER (N=51) A. PTS/Large Medical Facility (N=28) B. PTS/Small Medical Facility (N=16)	III. CENTRAL TRAY SERVICE (CTS) CLUSTER (N=45) Serving Line and Tray Preparation Personnel (N=17) Therapeutic Diet Tray Preparation Personnel (N=14) Patient Tray Service (PTS) Shift Leaders (N=6)
IV. SUBSISTENCE AND SUPPLY CONTROL JOB (N=46)	IV. STOREROOM MAINTENANCE CLUSTER (N=32)
V. SUPERVISORY/MANAGERIAL/ADMINISTRATIVE CLUSTER (N=99) A. Dining Room Manager/Shift Leader Job (N=14) *B. Trifood Management Job (N=9) C. Nutritional Medicine Service Management Job (N=63)	V. SUPERVISOR CLUSTER (N=67) Medical Food Service Supervisors (N=52) Training Supervisors (N=5) Dietary Supervisors (N=5) Diet Therapy Superintendents (N=5) Fund Custodians (N=5)
VI. TECHNICAL TRAINING INSTRUCTOR JOB (N=4)	VI. Not Identified

* Not Identified

The distribution of skill-level members across the specialty jobs is displayed in Table 6, while relative amounts of time members of the various skill-level groups spend on duties is shown in Table 7. A typical pattern of progression is present, with personnel spending more of their relative time on duties involving supervisory, managerial, and training tasks as they move upward toward the 7- and 9-skill level. It is also obvious, though, that 7-skill level personnel are still somewhat involved with technical performance, and the 9-skill level members are the primary managers in the career ladder.

Skill-Level Descriptions

DAFSC 4D031. The 104 airmen, reporting holding the 3-skill level (representing 20 percent of the survey sample), performed an average of 94 tasks, with 60 tasks accounting for over 50 percent of their relative job time. As Table 7 shows, 29 percent of their relative duty time is devoted to tasks covering menu production; an additional 45 percent is spent in the combined areas of preparing serving lines, serving food, and cleaning and maintaining food service facilities. Representative tasks DAFSC 4D031 members perform are listed in Table 8.

DAFSC 4D051. Five-skill level personnel (57 percent of the survey sample) perform many tasks in common with the 3-skill level personnel. The scope of the job performed by these airmen is somewhat greater than that of the 3-skill level group (94 tasks versus an average of only 60 tasks, respectively, accounting for over 50 percent of their job time), and 5-skill level members are represented in all of the specialty jobs (see Table 6). Twenty-one percent of these airmen's relative job time is spent on tasks involving menu production. Serving food and sanitizing food service facilities are the next largest consumers of their time, each representing 13 percent of their total job time. Additionally, 24 percent of their job time is devoted to performing supervisory and administrative functions. Table 9 displays selected representative tasks performed by the highest percentages of these airmen. Table 10 displays those tasks that reflect differences between the 3-skill level and 5-skill level groups. Progression toward supervision is the highlighted trait favoring 5-skill level personnel.

DAFSC 4D071. Seven-skill level personnel perform an average of 99 tasks, with 80 tasks accounting for 50 percent of their relative job time. Over half of their job time is spent on tasks in the supervisory, managerial, administrative, and training duties, with the remainder of their time dedicated to technical duties (see Table 7). Eighty-five percent are actually supervising personnel. While the display of tasks in Table 11 clearly shows supervisory responsibilities, it also reflects the range and scope of the job, in that relatively high percentages of the group are also performing technical tasks such as making ward rounds and interviewing patients to determine food habits. Tasks that best distinguish the 7-skill level personnel from their junior counterparts are presented in Table 12. As expected, the key difference is a greater emphasis on supervisory functions for 7-skill level airmen.

TABLE 6

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER LADDER JOBS
(Percent)

CAREER LADDER JOBS	DAFSC 4D031 (N=104)	DAFSC 4D051 (N=299)	DAFSC 4D071 (N=116)	DAFSC 4D091/00 (N=10)
I. CLINICAL DIETETICS CLUSTER (N=48)				
A. Nutritional Therapist Job (N=20)	3%	11%	9%	0%
B. Clinical Dietetics Supervisory Job (N=22)	(2%) (1%)	(5%) (4%)	(0%) (6%)	
II. MENU PRODUCTION AND SERVICE JOB (N=276)	72%	57%	26%	0%
III. PATIENT TRAY SERVICE (N=51)				
A. PTS/Large Medical Facility (N=28)	24%	7%	4%	0%
B. PTS/Small Medical Facility (N=16)	(13%) (5%)	(3%) (3%)	(3%) *	
IV. SUBSISTENCE AND SUPPLY CONTROL JOB (N=46)	*	11%	11%	0%
V. SUPERVISORY/MANAGERIAL/ADMINISTRATIVE CLUSTER (N=99)				
A. Dining Room Manager/Shift Leader Job (N=14)	0%	11%	49%	90%
B. Trifood Management Job (N=9)	0%	(4%) (*)	(1%) (6%)	0% 0%
C. Nutritional Medicine Service Management Job (N=63)	0%	(4%)	(35%)	(90%)
VI. TECHNICAL TRAINING INSTRUCTOR JOB	0%	1%	0%	0%
OTHER	0%	2%	1%	10%

* Less than 1 percent

NOTE: Percentages in parenthesis are subsets of the respective cluster

TABLE 7

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS
(RELATIVE PERCENT OF JOB TIME)

DUTIES	4D031 (N=104)	4D051 (N=299)	4D071 (N=116)	4D091 (N=10)
A. ORGANIZING AND PLANNING	*	4	11	23
B. DIRECTING AND IMPLEMENTING	*	4	12	24
C. INSPECTING AND EVALUATING	*	4	12	25
D. TRAINING	*	4	10	12
E. PERFORMING ADMINISTRATIVE FUNCTIONS	4	8	11	7
F. PERFORMING MENU PRODUCTION	29	21	9	2
G. PERFORMING THERAPEUTIC FOOD PREPARATION	10	7	3	0
H. PREPARING SERVING LINES OR SERVING FOODS	23	13	6	1
I. CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	22	13	6	*
J. PREPARING COOK THERAPEUTIC INFLIGHT MEALS (CTIMs)	2	1	*	*
K. APPLYING DIET THERAPY AND CLINICAL NUTRITION	5	9	9	1
L. MAINTAINING STOREROOMS	2	7	8	*
M. MANAGING DINING FACILITIES	2	2	3	1
N. SUPPORTING FIELD CONDITIONS	*	*	*	3

* Less than 1 percent

TABLE 8
REPRESENTATIVE TASKS PERFORMED BY
DAFSC 4D031 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=104)
H231 Serve foods on serving lines or patient tray assembly lines	82
F145 Cover, date, and store leftover food items	80
F163 Prepare fruits	80
F147 Make coffee, tea, or cocoa	77
F137 Cook eggs	77
I276 Clear and clean serving lines or patient tray assembly lines	76
H210 Break down serving lines or patient tray assembly lines	75
H234 Transport food carts to wards or foods to serving lines	75
H236 Wrap or cover individual servings or nourishments on patients' trays	73
I245 Clean floors or walls	72
H217 Portion individual servings of foods	72
I277 Clear and clean work tables or areas	72
F151 Make salads, other than gelatin salads	69
F135 Clean foods prior to cooking or serving	66
H229 Replenish foods in serving lines or patient tray assembly lines	65
F173 Prepare snack nourishments	62
H221 Prepare iced tea for self-service	58
H227 Prepare therapeutic diet kits	57
F136 Collect wards' diet order changes and provide information to food production personnel	54
G176 Evaluate bulk nourishment requests to determine appropriateness of requests	52
H226 Prepare steam or dry heat tables for serving lines or patient tray assembly lines	52
I241 Clean coffee urns	50
H230 Replenish milk in dispensers for self-service	46
E131 Tally patients' menus	43

TABLE 9
REPRESENTATIVE TASKS PERFORMED BY
DAFSC 4D051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=299)
F147 Make coffee, tea, or cocoa	68
F174 Sample foods by taste and smell	65
F137 Cook eggs	61
F132 Add gravies or sauces to foods	60
F135 Clean foods prior to cooking or serving	60
F163 Prepare fruits	60
F140 Cook pancakes, french toast, or waffles	59
F139 Cook meats	59
F142 Cook poultry	58
F144 Cook vegetables	57
F153 Prepare broths	57
H214 Load patients' trays onto food carts	55
G176 Evaluate bulk nourishment requests to determine appropriateness of requests	51
K308 Make ward rounds or visits	50
H210 Break down serving lines or patient tray assembly lines	48
K307 Interview patients to determine food habits or preferences	43
F133 Adjust recipes for large or small quantity cooking	43
B42 Supervise handling, storage, or refrigeration of food items	35
M346 Operate cash registers	34
B38 Supervise Apprentice Diet Therapy Specialists (AFSC 92630)	33
L324 Monitor temperatures of storage areas	32
B44 Supervise patients' tray service	31
L339 Rotate stocks using first-in-first-out (FIFO) principles	30
A10 Establish appropriate stock controls or reserve levels of foods or supplies	25
L325 Order food items from commissaries	23

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4D031 AND DAFSC 4D051 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		4D031 (N=104)	4D051 (N=299)	DIFFERENCE
H231	Serve foods on serving lines or patient tray assembly lines	82	52	30
I276	Clear and clean serving lines or patient tray assembly lines	76	47	29
I265	Clean potato peelers	55	27	28
H210	Break down serving lines or patient tray assembly lines	75	48	27
I269	Clean toasters	72	48	24
H221	Prepare iced tea for self-service	58	34	24
C67	Prepare EPRs	3	35	-32
B24	Counsel or document counseling of subordinates on personal or work-related problems	4	36	-32
C63	Inspect personnel for hygiene, grooming, or military standards	8	38	-30
B40	Supervise Diet Therapy Specialists (AFSC 92650)	5	35	-30
C65	Perform daily or weekly inspections	8	35	-27
D71	Conduct on-the-job training (OJT)	10	36	-26

TABLE 11
REPRESENTATIVE TASKS PERFORMED BY
DAFSC 4D071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=116)
B40 Supervise Diet Therapy Specialists (AFSC 92650)	81
C67 Prepare EPRs	80
B24 Counsel or document counseling of subordinates on personal or work-related problems	77
C63 Inspect personnel for hygiene, grooming, or military standards	75
D70 Conduct in-service training	69
C54 Evaluate subordinates' compliance with work standards	67
C62 Inspect foods before, during, or after preparation	66
B42 Supervise handling, storage, or refrigeration of food items	65
C51 Evaluate or recommend individuals for promotion, upgrading, demotion, or downgrading	60
B35 Interpret policies, directives, or procedures for subordinates	57
C57 Evaluate work schedules	55
B39 Supervise civilian personnel	53
A22 Schedule leaves or passes	52
H212 Inspect completed patient trays	50
B38 Supervise Apprentice Diet Therapy Specialists (AFSC 92630)	49
K308 Make ward rounds or visits	49
C58 Evaluate work standards	47
K307 Interview patients to determine food habits or preferences	45
K297 Advise patients in selecting food items for their diets	43
C48 Evaluate causes of food waste	43
K304 Complete base-level nutritional assessments	41
K312 Participate in menu planning	41
H214 Load patients' trays onto food carts	38
K315 Prepare or aid in preparation of diet handout materials	29

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4D051 AND DAFSC 4D071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	4D051 (N=299)	4D071 (N=116)	DIFFERENCE
F148 Make gelatin desserts	55	26	29
F138 Cook hot cereals, such as oatmeal	57	28	29
I245 Clean floors or walls	58	29	29
F140 Cook pancakes, french toast, or waffles	59	30	29
G187 Prepare foods for fat-restricted diets	47	20	27
F141 Cook pasta, such as noodles or spaghetti	57	29	28
H224 Prepare or set up condiments for self-service	42	15	27
B40 Supervise Diet Therapy Specialists (AFSC 92650)	35	81	-46
C67 Prepare EPRs	35	80	-45
A11 Establish or develop operating instructions (OIs), policy letters, or self-inspection task lists	20	64	-44
D89 Prepare or maintain AF Forms 623 or 623A (On-The-Job Training Record)	23	66	-43
B24 Counsel or document counseling of subordinates on personal or work-related problems	36	77	-41
C54 Evaluate subordinates' compliance with work standards	26	67	-41
C51 Evaluate or recommend individuals for promotion, upgrading, demotion, or downgrading	20	60	-40

DAFSC 4D091/4D000. As in most career fields, personnel at this level reported performing primarily nontechnical tasks. They performed an average of 74 tasks, with 32 tasks accounting for over 50 percent of their relative job time. Group members spent 90 percent of their duty time on supervisory and training functions and managerial administrative-type tasks. Table 13 displays representative tasks for the group, while Table 14 presents tasks that reflect differences between these senior NCOs and 7-skill level personnel. As expected, the key difference is a greater emphasis on managerial functions for 9-skill level airmen.

Summary

Normal career ladder progression within this career ladder is evident, with personnel at the 3- and 5-skill levels spending the vast majority of their time performing technical tasks. At the 7-skill level, although members still spend 44 percent of their duty time on nonsupervisory tasks, a shift toward supervisory functions is quite clear. Nine-skill level members are basically managers and supervisors performing predominant supervisory and managerial tasks.

ANALYSIS OF AFMAN 36-2108 SPECIALTY DESCRIPTION

Survey data were compared to the AFMAN 36-2108 Specialty Descriptions for Diet Therapy Specialist, Supervisor, and Superintendent, all effective 30 April 1991. These descriptions are intended to give a broad overview of the duties and tasks performed in each skill level of the specialty.

The 3-/5-skill level specialty description appears complete and accurately portrays the range and technical nature of the job. The description for AFSC 4D071 accurately reflects both the supervisory and the previously discussed technical nature of the job. The description for the Superintendent (AFSC 4D091/4D000) accurately reflects the managerial nature of the job.

TRAINING FACTORS AND RESOURCES

Occupational survey data are one of the many sources of information that can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. To this end, a Training Extract and a Task Module Extract were provided to training personnel prior to the U&TW. Some of the factors which may be used in evaluating training include the overall description of the job being performed by first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months' TAFMS) or

TABLE 13
REPRESENTATIVE TASKS PERFORMED
BY DAFSC 4D091/4D000 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=10)
B45 Write correspondence	100
C67 Prepare EPRs	100
C47 Evaluate budget requirements	100
C59 Evaluate workload data reports	100
A11 Establish or develop operating instructions (OIs), policy letters, or self-inspection task lists	100
A6 Develop budget estimates	100
A15 Plan for procurement of equipment or supplies	100
B25 Develop or implement nutritional medicine service plans for disaster situations	100
C51 Evaluate or recommend individuals for promotion, upgrading, demotion, or downgrading	100
A7 Develop or review job descriptions	100
A4 Determine personnel requirements	100
C60 Indorse enlisted performance reports (EPRs)	90
B41 Supervise Diet Therapy Supervisors (AFSC 92670)	90
B35 Interpret policies, directives, or procedures for subordinates	90
A12 Establish performance standards for subordinates	90
B23 Conduct staff meetings	90
A5 Determine work priorities	90
B34 Initiate personnel action requests	90
B30 Implement cost-reduction programs	90
C50 Evaluate maintenance or use of equipment or supplies	90
C49 Evaluate job descriptions	49
C58 Evaluate work standards	90
A8 Develop or revise organization of sections	90
D83 Make or recommend changes in training programs	80
D81 Evaluate training programs, techniques, or methods	80
D70 Conduct in-service training	80
C66 Prepare civilian performance ratings or supervisory appraisals	70
A14 Plan briefings	70

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSC 4D071 AND DAFSC 4D091/4D000 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		4D071 (N=116)	4D091/00 (N=10)	DIFFERENCE
B44	Supervise patients' tray service	54	0	54
B38	Supervise Apprentice Diet Therapy Specialists (AFSC 92630)	49	0	49
C46	Conduct in-patient customer satisfaction surveys	47	0	47
B42	Supervise handling, storage, or refrigeration of food items	65	20	45
K297	Advise patients in selecting food items for their diets	43	0	43
K304	Complete base-level nutritional assessments	41	0	41
C59	Evaluate workload data reports	28	100	-72
C47	Evaluate budget requirements	33	100	-67
C60	Indorse enlisted performance reports (EPRs)	23	90	-67
A8	Develop or revise organization of sections	27	90	-63
B34	Initiate personnel action requests	29	90	-61
A6	Develop budget estimates	41	100	-59

first-enlistment (1-48 months' TAFMS) members performing specific tasks or using certain equipment or tools, as well as task modules and TD ratings (previously explained in the **SURVEY METHODOLOGY** section). A summary of this information is explained below.

First-Enlistment Personnel

In this study, there are 193 members in their first enlistment (1-48 months' TAFMS), accounting for 36 percent of the survey sample. Figure 2 shows the distribution of first-enlistment personnel across the job groups discussed in the Specialty Jobs section of this report. Well over half (71 percent) are contained in the Menu Production and Service cluster. The remaining first-enlistment personnel are dispersed over several other jobs, with 18 percent in the Patient Tray Service (PTS) cluster. Other jobs include Clinical Dietetics cluster (7 percent) and Subsistence Supply Control job (4 percent).

As displayed in Table 15, 28 percent of first-enlistment personnel duty time is devoted to performing tasks related to menu production, which involve cooking and preparing food. Preparing serving lines and serving foods, and cleaning and maintaining food service facilities are the next two most time-consuming duties, each with 20 percent of their total relative job time. Table 16 displays some of the tasks performed by first-enlistment personnel.

One of the objectives of this survey project was to gather data for the technical school pertaining to the specific types of diets for which menus are prepared, as well as equipment used or maintained. Accordingly, Tables 17 and 18 present percentages of first-enlistment airmen responding to questions concerning their activities involving these items. This type of information is useful for both technical school and MAJCOM training personnel to assist them in focusing limited training time or other resources on the most utilized items.

Task Difficulty (TD) Data

TD is a secondary factor that can assist technical school personnel in deciding which tasks should be emphasized in training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a measure of the difficulty of the job inventory tasks (TD) (see selected high rated tasks presented in Table 19). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving a high rating on this factor, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder or for specialized training programs. Low TD ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

DISTRIBUTION OF FIRST-ENLISTMENT PERSONNEL ACROSS SPECIALTY JOBS (N= 193)

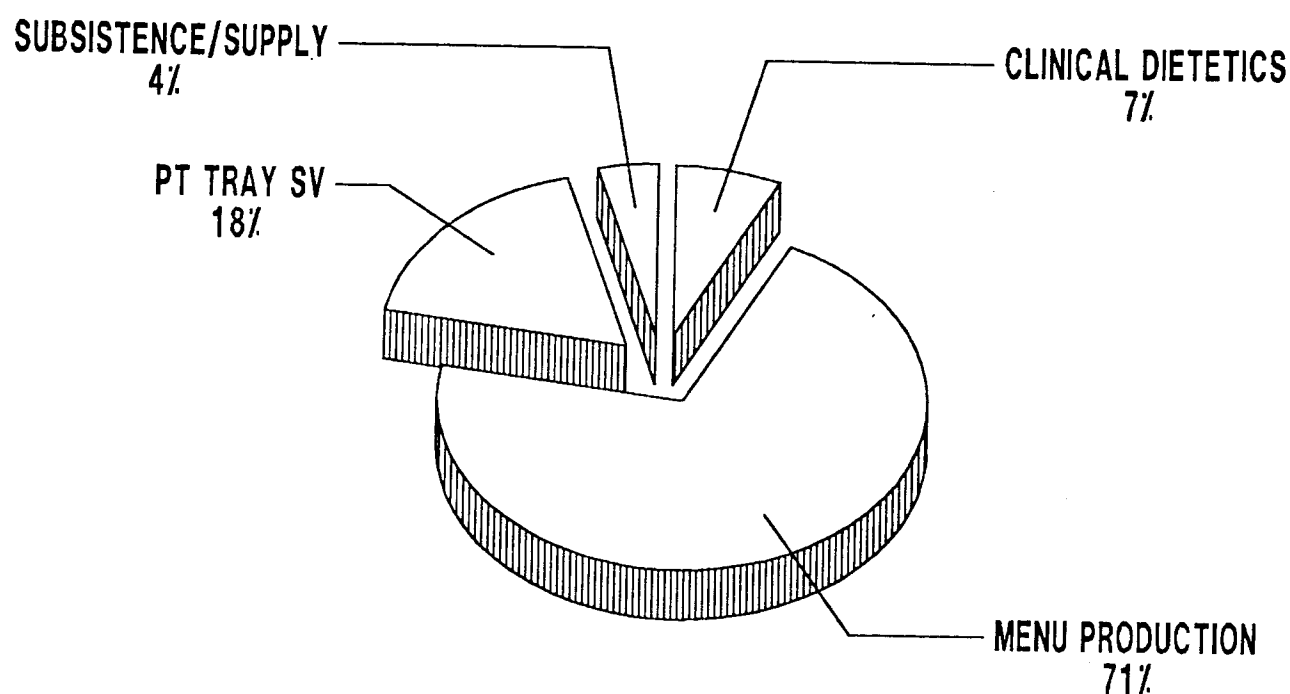


FIGURE 2

TABLE 15
RELATIVE TIME SPENT ON DUTIES BY
FIRST-ENLISTMENT PERSONNEL
(N=193)

DUTIES	PERCENT TIME SPENT
A. ORGANIZING AND PLANNING	1
B. DIRECTING AND IMPLEMENTING	*
C. INSPECTING AND EVALUATING	1
D. TRAINING	*
E. PERFORMING ADMINISTRATIVE FUNCTIONS	5
F. PERFORMING MENU PRODUCTION	28
G. PERFORMING THERAPEUTIC FOOD PREPARATION	10
H. PREPARING SERVING LINES OR SERVING FOODS	20
I. CLEANING AND MAINTAINING FOOD SERVICE FACILITIES	20
J. PREPARING COOK THERAPEUTIC INFLIGHT MEALS (CTIMs)	1
K. APPLYING DIET THERAPY AND CLINICAL NUTRITION	7
L. MAINTAINING STOREROOMS	4
M. MANAGING DINING FACILITIES	2
N. SUPPORTING FIELD CONDITIONS	*

* Less than 1 percent

TABLE 16
REPRESENTATIVE TASKS PERFORMED BY AFSC 4D0X1
FIRST-ENLISTMENT PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=193)
F145 Cover, date, and store leftover food items	76
F147 Make coffee, tea, or cocoa	76
F174 Sample foods by taste and smell	74
F163 Prepare fruits	74
F137 Cook eggs	73
H231 Serve foods on serving lines or patient tray assembly lines	70
I245 Clean floors or walls	70
H234 Transport food carts to wards or foods to serving lines	70
I267 Clean refrigerators or freezers	70
F148 Make gelatin desserts	70
F140 Cook pancakes, french toast, or waffles	70
F153 Prepare broths	70
F132 Add gravies or sauces to foods	69
H208 Arrange patients' trays to enhance appearance	68
I277 Clear and clean work tables or areas	67
H235 Verify food or beverage serving temperatures	67
H210 Break down serving lines or patient tray assembly lines	66
I276 Clear and clean serving lines or patient tray assembly lines	66
H236 Wrap or cover individual servings or nourishments on patient's trays	66
H214 Load patients' trays onto food carts	66
H216 Portion individual servings of beverages	66
H217 Portion individual servings of foods	65
F151 Make salads, other than gelatin salads	65
I259 Clean or store patient food carts	64
F135 Clean foods prior to cooking or serving	63

TABLE 17

DIETS PREPARED BY FIRST-ENLISTMENT PERSONNEL
(30 Percent or Greater)

DIETS	PERCENT MEMBERS RESPONDING (N=193)
Dental Soft Diet	96
Clear Liquid Diet	93
Full Liquid Diet	93
Diabetic Diet	92
Dental Liquid Diet	91
Cardiac Diet	86
Cholesterol-R Diet	84
Fat-Restricted Diet	84
Calorie-Restricted Diet	80
Fiber-Restricted Diet	69
High-Fiber Diet	65
Infant Diet	65
Brat Diet	64
Renal Diet	49
Pediatric Diet	48
Tube Feeding Diet	39
Reactive Hypoglycemic Diet	31

TABLE 18

EQUIPMENT USED OR OPERATED BY
FIRST-ENLISTMENT PERSONNEL
(30 Percent or Greater)

EQUIPMENT	PERCENT MEMBERS RESPONDING (N=193)
Assorted Knives	83
Deep Fat Fryers	77
Convection Ovens	74
Tilt Grills	68
Coffee Pots	67
Steam Jacketed Kettles	66
Potato Peelers	65
Hot Plates	59
Meat Slicing Machines	57
Milk Dispensers	49
Heated-Base Tray Delivery System	46
A La Carte Cash Registers	41
Mobile Serving Lines	38
Ranges	38
Baker Scales	32

TABLE 19

SELECTED TASKS RATED HIGH IN DIFFICULTY

TASKS	TSK DIFF	1ST ENL (N=193)	DAFSC 4D051 (N=299)	DAFSC 4D071 (N=116)
A6 Develop budget estimates	7.66	5	8	41
A16 Plan or revise physical layouts of medical food services facilities	7.19	4	6	17
K299 Calculate nonstandard diabetic diets	7.18	21	25	32
C47 Evaluate budget requirements	7.01	1	7	33
K305 Conduct classes in nutrition for personnel, other than diet therapy personnel	6.65	12	24	46
K300 Calculate or apply carbohydrate replacements for patients on diabetic diets	6.63	16	21	35
N368 Plan layouts of field kitchen equipment items	6.48	1	1	7
K314 Plan diabetic diets using food choice or exchange lists	6.31	24	28	34
K306 Consult with physicians or nurses about diet modifications or prescriptions	6.27	13	24	34
K301 Calculate regular calorie or sodium-modified pregnancy diets	6.18	8	14	20

Various lists of tasks, accompanied by TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. (For a more detailed explanation of TD ratings, see Task Factor Administration in the SURVEY METHODOLOGY section of this report.)

Task Module (TM) Data

Task modules were developed to organize and summarize the extensive task information for the Diet Therapy career ladder. The TMs were derived by statistical clustering in the CODAP that identifies groups of related tasks and groups them together to form TMs. CODAP calculates an index of co-performed tasks by examining the task performance patterns of all survey respondents as a whole. The statistical clustering generally approximates these "natural groupings." For example, if a member performs one Diet Therapy Application (DTA) task, the probability is very high that she or he will also perform other DTA tasks. Thus, the group of DTA tasks can be considered a "natural group" of associated or related tasks (see Table 20).

TMs are useful for organizing the task data into meaningful units and as a way to concisely summarize the extensive job data. A complete list of TMs for each job grouping identified in the **SPECIALTY JOBS** section of this report are contained in the TASK MODULE EXTRACT package. Both the TRAINING EXTRACT and the TASK MODULE EXTRACT complement each other and were created as a set of tools for use regarding training decisions.

JOB SATISFACTION ANALYSIS

An important part of analysis within any OSR involves the job satisfaction of members and how their responses compare with the responses of members of similar Air Force specialties. Table 21 presents the job satisfaction data for the AFSC 4D0X1 respondents, broken down into three groups (first-enlistment, second-enlistment, and career). A comparative sample of medical career ladder personnel surveyed by the Air Force Occupational Measurement Squadron during 1993 also appears in Table 21. These career ladders included AFSCs 4J0X2, Physical Therapy, and 4P0X1, Pharmacy. An indication of how job satisfaction perceptions have changed over time is provided in Table 22, where TAFMS group data for 1993 survey respondents are presented, along with data from respondents to the last occupational survey involving this career ladder published in 1985. Finally, Table 23 presents job satisfaction responses from personnel in the job groups discussed in the **SPECIALTY JOBS** section of this report. An examination of these data can show how overall job satisfaction may be influenced by the type of job performed.

TABLE 20

SELECTED TASK MODULE
CLINICAL DIETETICS CLUSTER
(Percent Performing in Cluster)

Module Title	IST ENL (N=13)	DAFSC 4D051 (N=34)	DAFSC 4D071 (N=10)	TSK DIFF
<u>Diet Therapy Application (DTA)</u>				
K314 Plan diabetic diets using food choice or exchange lists	69	62	70	6.31
K317 Write diets using dietary kardex files	69	82	40	5.73
K309 Modify or review diets or meal patterns for individual patients	92	79	80	5.68
K296 Adapt dietary allowances to patients' menus using AF Forms 1741 (Diet Record)	85	88	60	5.51
K297 Advise patients in selecting food items for their diets	85	88	100	5.40
K307 Interview patients to determine food habits or preferences	92	97	80	5.39
K303 Complete AF Forms 1741 (Diet Record)	85	88	50	5.35
K298 Assemble therapeutic food menus for patients' use	92	79	40	5.32
K311 Observe patients' acceptance of food	62	65	50	5.29
K308 Make ward rounds or visits	92	91	80	5.26

TABLE 21

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 4D0X1
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)*

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	4D0X1 (N=193)	COMP SAMPLE** (N=341)	4D0X1 (N=114)	COMP SAMPLE** (N=231)	4D0X1 (N=219)	COMP SAMPLE** (N=387)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	28	78	55	81	63	82
SO-SO	35	12	26	14	22	11
DULL	37	9	18	5	15	7
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO EXCELLENT	42	83	64	83	78	86
LITTLE OR NOT AT ALL	58	17	35	17	22	14
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO EXCELLENT	81	89	82	89	84	89
LITTLE OR NOT AT ALL	19	11	18	10	16	11

* Columns may not add to 100 percent due to nonresponse or rounding

** Comparative Sample of Medical career ladders surveyed in 1993 (Includes AFSCs 410X2, Physical Therapy; and 4P0X1, Pharmacy)

TABLE 21 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR AFSC 4D0X1
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS RESPONDING)*

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	4D0X1 (N=193)	COMP SAMPLE** (N=341)	4D0X1 (N=114)	COMP SAMPLE** (N=231)	4D0X1 (N=219)	COMP SAMPLE** (N=387)
<u>SENSE OF ACCOMPLISHMENT GAINED</u>						
<u>FROM WORK:</u>						
SATISFIED	42	72	60	72	60	73
NEUTRAL	21	9	13	12	13	9
DISSATISFIED	37	18	27	16	26	17
<u>REENLISTMENT INTENTIONS:</u>						
PLAN TO REENLIST	56	52	75	67	76	78
PLAN NOT TO REENLIST	44	48	25	32	9	8
PLAN TO RETIRE	0	0	0	1	15	14

* Columns may not add to 100 percent due to nonresponse or rounding

** Comparative Sample of Medical career ladders surveyed in 1993 (Includes AFSCs 4J0X2, Physical Therapy; and 4P0X1, Pharmacy)

TABLE 22

COMPARISON OF AFSC 4D0X1 JOB SATISFACTION INDICATORS
FOR CURRENT AND PREVIOUS SURVEY
(PERCENT MEMBERS RESPONDING)*

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	CURRENT (N=193)	1985 (N=224)	CURRENT (N=114)	1985 (N=119)	CURRENT (N=219)	1985 (N=154)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	28	42	55	54	63	76
SO-SO	35	35	26	26	22	14
DULL	37	22	18	19	15	9
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO EXCELLENT	42	57	64	60	78	86
LITTLE OR NOT AT ALL	58	42	35	40	22	12
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO EXCELLENT	81	71	82	74	84	91
LITTLE OR NOT AT ALL	19	28	18	24	16	8

* Columns may not add to 100 percent due to nonresponse and rounding

TABLE 22 (CONTINUED)

COMPARISON OF AFSC 4D0X1 JOB SATISFACTION INDICATORS
FOR CURRENT AND PREVIOUS SURVEY
(PERCENT MEMBERS RESPONDING)*

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	CURRENT (N=193)	1985 (N=224)	CURRENT (N=114)	1985 (N=119)	CURRENT (N=219)	1985 (N=154)
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	42	51	60	50	60	66
NEUTRAL	21	17	13	16	13	9
DISSATISFIED	37	31	27	32	26	23
<u>REENLISTMENT INTENTIONS:</u>						
PLAN TO REENLIST	56	59	75	79	76	73
PLAN NOT TO REENLIST	44	39	25	21	9	7
PLAN TO RETIRE	0	2	0	??	15	18

* Columns may not add to 100 percent due to nonresponse and rounding

TABLE 23

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF AFSC 4D0X1 SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)*

	CLN DIETETICS Jobs				PTS/MED FACILITY		
	CLN DIETETICS CLUSTER (N=48)	Nutr Therapist (N=20)	CLN		PTS CLUSTER (N=51)	PTS Lrg Fac (N=28)	PTS Sml Fac (N=16)
			Dietetics Supv (N=22)	Menu Prod/Svc (N=276)			
<u>EXPRESSED JOB INTEREST:</u>							
INTERESTING	77	65	95	36	25	25	38
SO-SO	17	25	5	30	45	43	50
DULL	6	10	0	34	29	32	13
<u>PERCEIVED USE OF TALENTS:</u>							
FAIRLY WELL TO EXCELLENT	77	75	82	50	45	36	66
LITTLE OR NOT AT ALL	23	25	18	49	55	64	38
<u>PERCEIVED USE OF TRAINING:</u>							
FAIRLY WELL TO EXCELLENT	90	95	91	82	71	68	75
LITTLE TO NOT AT ALL	10	5	9	18	29	32	25
<u>SENSE OF ACCOMPLISHMENT GAINED</u>							
<u>FROM WORK:</u>							
SATISFIED	77	75	86	42	43	46	50
NEUTRAL	10	10	9	20	22	18	25
DISSATISFIED	13	15	5	38	35	36	25
<u>REENLISTMENT INTENTIONS:</u>							
PLAN TO REENLIST	85	75	95	66	45	54	44
PLAN NOT TO REENLIST	15	25	5	30	55	46	56
PLAN TO RETIRE	0	0	0	4	0	0	0

* Columns may not add to 100 percent due to nonresponse or rounding

TABLE 23 (CONTINUED)

COMPARISON OF JOB SATISFACTION INDICATORS FOR MEMBERS OF AFSC 4D0X1 SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)*

	SUBSISTENCE & SUPPLY CONTROL (N=46)	SMA CLUSTER (N=99)	SUPV/MGR/ADMIN Jobs			TT INSTR (N=4)
			Dining Room Shift Leader (N=14)	Trifood Mgmt (N=9)	Nutr Med Svc Mgmt (N=63)	
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	48	78	64	67	86	100
SO-SO	30	18	29	22	11	0
DULL	22	4	7	11	3	0
<u>PERCEIVED USE OF TALENTS:</u>						
FAIRLY WELL TO EXCELLENT	66	90	85	78	93	100
LITTLE OR NOT AT ALL	33	10	14	22	6	0
<u>PERCEIVED USE OF TRAINING:</u>						
FAIRLY WELL TO EXCELLENT	79	87	79	89	89	100
LITTLE TO NOT AT ALL	21	13	21	11	11	0
<u>SENSE OF ACCOMPLISHMENT GAINED</u>						
<u>FROM WORK:</u>						
SATISFIED	59	73	64	56	75	100
NEUTRAL	11	8	14	11	8	0
DISSATISFIED	30	19	21	33	17	0
<u>REENLISTMENT INTENTIONS:</u>						
PLAN TO REENLIST	76	77	93	78	73	100
PLAN NOT TO REENLIST	15	7	0	11	8	0
PLAN TO RETIRE	9	16	7	11	19	0

* Columns may not add to 100 percent due to nonresponse or rounding

In a comparative study of experience groups of the AFSC 4D0X1 career and medical personnel surveyed by AFOMS in 1993, AFSC 4D0X1 personnel are substantially lower across most job satisfaction indicators (see Table 21). The biggest difference is in the expressed job interest, where only 28 percent of 1-48 months TAFMS group find their job interesting. Even so, this group is much more likely to reenlist than the comparative sample.

Comparison of job satisfaction indicator responses of current TAFMS group to those in the 1985 survey (see Table 22) indicates job satisfaction is slightly lower since 1985. In particular, positive responses from first-enlistees reveal an unfavorable decline in job interest and effective use of their talents. By contrast, the percentage of second-enlistment members responding from the 1993 survey in the areas of job interest, effective use of talents and training, and sense of accomplishment from their work is notably higher than the 1985 survey group.

The responses of members in most jobs were quite positive (see Table 23). Most indicated effective use of talents and training. Of all the jobs identified, though, Patient Tray Service (PTS) personnel find their job the least interesting, perceive their talents are not adequately being used, and are least likely to reenlist. Technical Instructor personnel, on the other hand, perceive their job to be highly interesting, gain a sense of accomplishment from their work, and indicate the most effective use of their talents and training. Sixteen percent of the Supervisory, Managerial, and Administrative cluster, which consists of the most senior personnel, plan to retire.

Overall, personnel entering this specialty find their jobs to be dull and feel their talents are not being used efficiently. They tend to perform a more routine job, often involving food preparation and serving only, with little work that could be uniquely termed as "diet therapy." But, as time in service increases, they gain interest in their job, along with a sense of accomplishment from work. Their job becomes more supervisory in nature, involving more interface with people and more responsibility, along with more involvement in actual nutritional therapy.

IMPLICATIONS

This survey was initiated by AFOMS to obtain current task and equipment data for use in evaluation of existing training programs and to support a U&TW held at Sheppard AFB, 23-27 May 1994. This objective was met as a career field education and training plan (CFETP) for this specialty was developed at said U&TW using OSR data. The contents of the CFETP include a revised and reformatted STS along with a newly developed 7-level awarding course.

The findings of this survey suggest that the present classification structure does accurately portray the jobs in the career ladder. The clusters and jobs identified in the analysis of the data are very similar to those found in the previous survey. Jobs performed by the masses have remained relatively stable, involving mostly food preparation and serving and facility cleaning and maintenance.

Medical Treatment Facility (MTF) oriented training is highly warranted for this specialty. The amount and type of service provided by Diet Therapists depend on the MTF being supported. The occupied patient bed rate delineates MTFs, and as such, the scope of the tasking involved for support. These findings were highlighted by the lack of agreement among senior NCOs regarding structured training for first-enlistment personnel.

Job satisfaction problems appear to exist within this career ladder. In fact, the job satisfaction responses for AFSC 4D0X1 personnel were alarmingly lower than those of a comparative sample of Air Force personnel in 1993. Fortunately, this issue was addressed during the U&TW. To stimulate job interest and overall job satisfaction, measures to rotate first-term personnel between jobs were discussed and have indeed been incorporated as part of the CFETP.

The findings of this OSR come directly from survey data collected from nutritional therapists worldwide. These data are readily available to training and utilization personnel, career field managers, and any other interested parties having a need for such information. Much of the data are compiled into extracts that are excellent tools in the decision-making process. These data extracts should be used when a training or utilization decision is made.

APPENDIX A

**SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS**

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TABLE I
CLINICAL DIETETICS CLUSTER
(GP0058)

GROUP SIZE: 48
PERCENT OF SAMPLE: 9%
PREDOMINANT GRADE: E-5

AVERAGE TICF: 57 MONTHS
AVERAGE TAFMS: 81 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
K307 Interview patients to determine food habits or preferences	94
K308 Make ward rounds or visits	90
K297 Advise patients in selecting food items for their diets	90
K303 Complete AF Forms 1741 (Diet Record)	81
K296 Adapt dietary allowances to patients' menus using AF Forms 1741 (Diet Record)	81
E95 Collect or maintain diet order sheets, such as AF Forms 1094 (Diet Order)	79
K309 Modify or review diets or meal patterns for individual patients	79
K298 Assemble therapeutic food menus for patients' use	73
K304 Complete base-level nutritional assessments	73
K317 Write diets using dietary kardex files	69
K299 Calculate nonstandard diabetic diets	67
K314 Plan diabetic diets using food choice or exchange lists	65
K311 Observe patients' acceptance of food	63
K300 Calculate or apply carbohydrate replacements for patients on diabetic diets	63
E130 Record patients' tray service or therapeutic diet workload data on AF Forms 2573 (Diet Census)	60
K306 Consult with physicians or nurses about diet modifications or prescriptions	60
E131 Tally patients' menus	58
C46 Conduct in-patient customer satisfaction surveys	58
K305 Conduct classes in nutrition for personnel, other than diet therapy personnel	56
K315 Prepare or aid in preparation of diet handout materials	56
K302 Calculate requirements for body weights, such as increasing, decreasing, or maintaining body weights	54
G176 Evaluate bulk nourishment requests to determine appropriateness of requests	54
K316 Prepare or maintain forms that account for patient visits, such as AF Forms 2576 (Clinical Dietetics Pat Vst Sum)	48
E98 Counsel and complete consultation sheets, such as SFs 513 (MEDICAL Record-Consultation Sheet)	46
F136 Collect wards' diet order changes and provide information to food production personnel	40

TABLE IA
NUTRITIONAL THERAPIST
(ST0048)

GROUP SIZE: 20

PERCENT OF SAMPLE: 4%

PREDOMINANT GRADE: E-3/E-4

AVERAGE TICF: 41 MONTHS

AVERAGE TAFMS: 54 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
K307	Interview patients to determine food habits or preferences	95
K298	Assemble therapeutic food menus for patients' use	95
K297	Advise patients in selecting food items for their diets	95
K303	Complete AF Forms 1741 (Diet Record)	90
K296	Adapt dietary allowances to patients' menus using AF Forms 1741 (Diet Record)	90
K308	Make ward rounds or visits	85
E95	Collect or maintain diet order sheets, such as AF Forms 1094 (Diet Order)	85
K309	Modify or review diets or meal patterns for individual patients	80
E131	Tally patients' menus	
E130	Record patients' tray service or therapeutic diet workload data on AF Forms 2573 (Diet Census)	70
K317	Write diets using dietary kardex files	70
K299	Calculate nonstandard diabetic diets	70
K311	Observe patients' acceptance of food	65
G176	Evaluate bulk nourishment requests to determine appropriateness of requests	65
K300	Calculate or apply carbohydrate replacements for patients on diabetic diets	65
K314	Plan diabetic diets using food choice or exchange lists	60
K304	Complete base-level nutritional assessments	55
K306	Consult with physicians or nurses about diet modifications or prescriptions	55
E117	Prepare daily worksheets for regular or therapeutic diets	50
K301	Calculate regular calorie or sodium-modified pregnancy diets	45
F136	Collect wards' diet order changes and provide information to food production personnel	40
K313	Plan calorie-restricted diets using food lists	40
K315	Prepare or aid in preparation of diet handout materials	40
K316	Prepare or maintain forms that account for patient visits, such as AF Forms 2576 (Clinical Dietetics Pat Vst Sum)	30

TABLE IB

CLINICAL DIETETICS SUPERVISORY JOB
(ST0055)

GROUP SIZE: 22

PERCENT OF SAMPLE: 4%

PREDOMINANT GRADE: E-5

AVERAGE TICF: 68 MONTHS

AVERAGE TAFMS: 102 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
K297 Advise patients in selecting food items for their diets	100
K304 Complete base-level nutritional assessments	95
K307 Interview patients to determine food habits or preferences	95
K308 Make ward rounds or visits	95
K302 Calculate requirements for body weights, such as increasing, decreasing, or maintaining body weights	91
K305 Conduct classes in nutrition for personnel, other than diet therapy personnel	86
B44 Supervise patients' tray service	86
K309 Modify or review diets or meal patterns for individual patients	86
K296 Adapt dietary allowances to patients' menus using AF Forms 1741 (Diet Record)	82
E95 Collect or maintain diet order sheets, such as AF Forms 1094 (Diet Order)	82
K313 Plan calorie-restricted diets using food lists	82
K315 Prepare or aid in preparation of diet handout materials	82
K314 Plan diabetic diets using food choice or exchange lists	82
E98 Counsel and complete consultation sheets, such as SFs 513 (Medical Record-Consultation Sheet)	77
K316 Prepare or maintain forms that account for patient visits, such as AF Forms 2576 (Clinical Dietetics Pat Vst Sum)	77
K303 Complete AF Forms 1741 (Diet Record)	77
C46 Conduct in-patient customer satisfaction surveys	77
K311 Observe patients' acceptance of food	77
K306 Consult with physicians or nurses about diet modifications or prescriptions	77
B40 Supervise Diet Therapy Specialists (AFSC 92650)	73
E130 Record patients' tray service or therapeutic diet workload data on AF Forms 2573 (Diet Census)	68
K317 Write diets using dietary kardex files	68
H212 Inspect completed patient trays	64
E131 Tally patients' menus	64
G176 Evaluate bulk nourishment requests to determine appropriateness of requests	59

TABLE II
MENU PRODUCTION AND SERVICES
(GP0057)

GROUP SIZE: 276
PERCENT OF SAMPLE: 52%
PREDOMINANT GRADE: E-4

AVERAGE TICF: 51 MONTHS
AVERAGE TAFMS: 69 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
F145 Cover, date, and store leftover food items	93
F139 Cook meats	93
F137 Cook eggs	92
F142 Cook poultry	92
F144 Cook vegetables	91
F141 Cook pasta, such as noodles or spaghetti	91
F174 Sample foods by taste and smell	90
F147 Make coffee, tea, or cocoa	90
F163 Prepare fruits	90
F140 Cook pancakes, french toast, or waffles	89
F153 Prepare broths	87
F138 Cook hot cereals, such as oatmeal	87
F165 Prepare gravies	87
F151 Make salads, other than gelatin salads	86
F132 Add gravies or sauces to foods	86
F154 Prepare canned food	86
F135 Clean foods prior to cooking or serving	85
F162 Prepare frozen foods for cooking or serving	85
H217 Portion individual servings of foods	83
F148 Make gelatin desserts	83
I245 Clean floors or walls	82
I277 Clear and clean work tables or areas	81
F159 Prepare fresh meats for cooking	78
H231 Serve foods on serving lines or patient tray assembly lines	76
H210 Break down serving lines or patient tray assembly lines	72

TABLE III
PATIENT TRAY SERVICE CLUSTER
(GP0056)

GROUP SIZE: 51
PERCENT OF SAMPLE: 10%
PREDOMINANT GRADE: E-2/E-4

AVERAGE TICE: 31 MONTHS
AVERAGE TAFMS: 42 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
H208 Arrange patients' trays to enhance appearance	73
H231 Serve foods on serving lines or patient tray assembly lines	71
H234 Transport food carts to wards or foods to serving lines	71
F147 Make coffee, tea, or cocoa	71
H235 Verify food or beverage serving temperatures	67
H210 Break down serving lines or patient tray assembly lines	65
F145 Cover, date, and store leftover food items	65
H217 Portion individual servings of foods	65
H214 Load patients' trays onto food carts	65
H216 Portion individual servings of beverages	65
I267 Clean refrigerators or freezers	63
I259 Clean or store patient food carts	59
F173 Prepare snack nourishments	59
H207 Arrange or garnish foods	59
H223 Prepare or maintain AF Forms 2582 (Food Temperature Chart)	59
I279 Dispose of food wastes	59
F163 Prepare fruits	59
H236 Wrap or cover individual servings or nourishments on patients' trays	57
I277 Clear and clean work tables or areas	57
I245 Clean floors or walls	55
I276 Clear and clean serving lines or patient tray assembly lines	53
H237 Wrap silverware for patients' tray service	53
H229 Replenish foods in serving lines or patient tray assembly lines	53
H211 Initiate patients' tray preparation by setting up trays or calling out requirements	49
I238 Clean beverage dispensers	49

TABLE IIIA
PATIENT TRAY SERVICE CLUSTER/LARGE MEDICAL FACILITY
(ST0040)

GROUP SIZE: 28

PERCENT OF SAMPLE: 5%

PREDOMINANT GRADE: E-2

AVERAGE TICF: 36 MONTHS

AVERAGE TAFMS: 45 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
H231 Serve foods on serving lines or patient tray assembly lines	100
H229 Replenish foods in serving lines or patient tray assembly lines	89
H210 Break down serving lines or patient tray assembly lines	86
I276 Clear and clean serving lines or patient tray assembly lines	82
F147 Make coffee, tea, or cocoa	82
H235 Verify food or beverage serving temperatures	82
H217 Portion individual servings of foods	79
F145 Cover, date, and store leftover food items	75
I277 Clear and clean work tables or areas	75
H226 Prepare steam or dry heat tables for serving lines or patient tray assembly lines	75
I238 Clean beverage dispensers	75
H234 Transport food carts to wards or foods to serving lines	75
H216 Portion individual servings of beverages	75
H223 Prepare or maintain AF Forms 2582 (Food Temperature Chart)	71
H214 Load patients' trays onto food carts	71
I269 Clean toasters	71
H208 Arrange patients' trays to enhance appearance	68
I279 Dispose of food wastes	68
H219 Prepare coffee for self-service	64
H207 Arrange or garnish foods	64
H232 Set up or replenish silverware or tray racks	64
H237 Wrap silverware for patients' tray service	57
F174 Sample foods by taste and smell	54
H224 Prepare or set up condiments for self-service	54
H211 Initiate patients' tray preparation by setting up trays or calling out requirements	50

TABLE IIIB

PATIENT TRAY SERVICE CLUSTER/SMALL MEDICAL FACILITY
(ST0046)

GROUP SIZE: 16
PERCENT OF SAMPLE: 3%
PREDOMINANT GRADE: E-4

AVERAGE TICF: 30 MONTHS
AVERAGE TAFMS: 41 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
F136	Collect wards' diet order changes and provide information to food production personnel	94
H208	Arrange patients' trays to enhance appearance	94
E95	Collect or maintain diet order sheets, such as AF Forms 1094 (Diet Order)	81
H234	Transport food carts to wards or foods to serving lines	81
G176	Evaluate bulk nourishment requests to determine appropriateness of requests	88
L318	Complete AF Forms 638 (Refrigeration Unit Standard Temperature Chart)	81
K308	Make ward rounds or visits	88
E131	Tally patients' menus	69
F153	Prepare broths	88
H236	Wrap or cover individual servings or nourishments on patients' trays	69
F173	Prepare snack nourishments	94
E130	Record patients' tray service or therapeutic diet workload data on AF Forms 2573 (Diet Census)	63
I267	Clean refrigerators or freezers	69
K307	Interview patients to determine food habits or preferences	75
H237	Wrap silverware for patients' tray service	56
F148	Make gelatin desserts	69
E116	Prepare AF Forms 812 (ALACS Meal Order Record)	56
H214	Load patients' trays onto food carts	63
H217	Portion individual servings of foods	63
H207	Arrange or garnish foods	56
H212	Inspect completed patient trays	56
I259	Clean or store patient food carts	69
K296	Adapt dietary allowances to patients' menus using AF Forms 1741 (Diet Record)	69
I260	Clean ovens, microwaves, or ranges	50
H216	Portion individual servings of beverages	63

TABLE IV
SUBSISTENCE AND SUPPLY CONTROL JOB
(GP0055)

GROUP SIZE: 46

PERCENT OF SAMPLE: 9%

PREDOMINANT GRADE: E-5

AVERAGE TICF: 96 MONTHS

AVERAGE TAFMS: 115 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
L322 Issue food items	91
E120 Prepare or maintain AF Forms 543 (Food Issue Record)	80
L339 Rotate stocks using first-in-first-out (FIFO) principles	89
L323 Maintain security of storage areas	89
A10 Establish appropriate stock controls or reserve levels of foods or supplies	80
L326 Order food items from troop issue	91
L334 Receive food items from vendors, other than commissaries	91
L328 Post AF Forms 287 (Subsistence Request)	87
L333 Receive food items from commissaries	85
L325 Order food items from commissaries	89
L335 Receive, inspect, or sign direct-delivery vendor bills	89
L330 Prepare for or perform inventories of subsistence as required	87
L341 Verify subsistence requests for qualities, quantities, or conditions of items upon receipt	85
E108 Maintain stock or reserve levels of subsistence or expendable supplies	54
L327 Perform subsistence accounting procedures	76
B42 Supervise handling, storage, or refrigeration of food items	76
L336 Record AF Forms 543 (Food Issue Record) on locally produced master copies	74
L338 Return excess subsistence to stock	83
L324 Monitor temperatures of storage areas	78
L321 Determine subsistence purchase requirements in accordance with local directives	74
L329 Post or maintain AF Forms 1742 (Food Purchase/Use Record)	65
L319 Cost extend AF Forms 287 (Subsistence Request)	72
L320 Date stamp food items in storage areas	65

TABLE V
SUPERVISORY, MANAGERIAL, AND ADMINISTRATIVE CLUSTER
(STG0022)

GROUP SIZE: 99

PERCENT OF SAMPLE: 19%

PREDOMINANT GRADE: E-5

AVERAGE TICF: 141 MONTHS

AVERAGE TAFMS: 168 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
C67 Prepare EPRs	95
B40 Supervise Diet Therapy Specialists (AFSC 92650)	80
C63 Inspect personnel for hygiene, grooming, or military standards	88
B24 Counsel or document counseling of subordinates on personal or work-related problems	89
C54 Evaluate subordinates' compliance with work standards	80
B39 Supervise civilian personnel	64
C65 Perform daily or weekly inspections	72
A5 Determine work priorities	77
D71 Conduct on-the-job training (OJT)	74
B35 Interpret policies, directives, or procedures for subordinates	71
D70 Conduct in-service training	81
C62 Inspect foods before, during, or after preparation	64
C57 Evaluate work schedules	75
C51 Evaluate or recommend individuals for promotion, upgrading, demotion, or downgrading	78
A12 Establish performance standards for subordinates	72
D89 Prepare or maintain AF Forms 623 or 623A (On-The-Job Training Record)	68
A22 Schedule leaves or passes	70
A11 Establish or develop operating instructions (OIs), policy letters, or self-inspection task lists	73
A21 Plan work schedules	66
B45 Write correspondence	61
D82 Evaluate training progress of individuals	65
C58 Evaluate work standards	63
B38 Supervise Apprentice Diet Therapy Specialists (AFSC 92630)	53
B42 Supervise handling, storage, or refrigeration of food items	61
B23 Conduct staff meetings	61

TABLE VA

DINING FACILITY MANAGER/SHIFT LEADER
(STG0053)

GROUP SIZE: 14

AVERAGE TICF: 120 MONTHS

PERCENT OF SAMPLE: 3%

AVERAGE TAFMS: 147 MONTHS

PREDOMINANT GRADE: E-5

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
B38	Supervise Apprentice Diet Therapy Specialists (AFSC 92630)	100
C63	Inspect personnel for hygiene, grooming, or military standards	100
E106	Maintain change funds	93
M347	Print reports from cash registers after meals	93
M348	Program keys for new items prior to meals	93
B40	Supervise Diet Therapy Specialists (AFSC 92650)	93
E114	Prepare AF Forms 2570 (Nutritional Medicine Service Cash and Forms Receipt)	93
C67	Prepare EPRs	93
M351	Receive, count, or verify change funds	86
M346	Operate cash registers	86
E96	Complete AF Forms 1087 (Cash Meal Log (Storage Safeguard))	86
C62	Inspect foods before, during, or after preparation	79
D71	Conduct on-the-job training (OJT)	79
E110	Maintain, prepare, or control AF Forms 1339 (Dining Hall Signature Record (Storage Safeguard))	79
E122	Prepare or maintain AF Forms 662 (Food Service Production Log)	79
M352	Update menus or price boards	79
M350	Provide to MSAs completed AF Forms 1087 (Cash Meal Log (Storage Safeguard) for cash overages or shortages	79
M349	Provide consolidated day's cash register reports to medical service accountants (MSAs)	71
B42	Supervise handling, storage, or refrigeration of food items	71
C65	Perform daily or weekly inspections	71
E129	Receive or reconcile cash collections	71
C54	Evaluate subordinates' compliance with work standards	71
E113	Perform meal count activities, such as cashier activities	64
B39	Supervise civilian personnel	64
E121	Prepare or maintain AF Forms 544 (Convl and Oper Ration Emrgs Record) or AF Forms 544A (A La Carte Rat Emrgs Rec)	54

TABLE VB

TRIFOOD MANAGERIAL JOB
(STG0035)

GROUP SIZE: 9

PERCENT OF SAMPLE: 2%

PREDOMINANT GRADE: E-6

AVERAGE TICF: 150 MONTHS

AVERAGE TAFMS: 159 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
C67	Prepare EPRs	100
D71	Conduct on-the-job training (OJT)	100
D70	Conduct in-service training	89
B24	Counsel or document counseling of subordinates on personal or work-related problems	89
E122	Prepare or maintain AF Forms 662 (Food Service Production Log)	78
A13	Forecast production requirements for cafeterias or patient services	78
D89	Prepare or maintain AF Forms 623 or 623A (On-The-Job Training Record)	78
C51	Evaluate or recommend individuals for promotion, upgrading, demotion, or downgrading	78
C63	Inspect personnel for hygiene, grooming, or military standards	78
A19	Plan selective cycle menus or extend menus for regular or therapeutic diets	78
C65	Perform daily or weekly inspections	67
B29	Direct utilization of trifold programs	67
B39	Supervise civilian personnel	67
B40	Supervise Diet Therapy Specialists (AFSC 92650)	67
A5	Determine work priorities	67
D82	Evaluate training progress of individuals	67
F133	Adjust recipes for large or small quantity cooking	56
A3	Conduct in-service sanitation programs for assigned personnel	56
E103	Locate recipes using Armed Forces recipe service manual	56
E125	Prepare or maintain in-house cook worksheets	44
M343	Calculate selling prices of items not in services info mgmt sys (SIMSs) or recipe and menu pricing sys (RAMPSs)	44
M345	Obtain item selling prices from SIMSs or RAMPSs	44
A22	Schedule leaves or passes	44
E97	Compute cost data of menus	33
B41	Supervise Diet Therapy Supervisors (AFSC 92670)	33

TABLE VC

NUTRITIONAL MEDICINE SERVICE MANAGERIAL JOB
(STG 0069)

GROUP SIZE: 63

PERCENT OF SAMPLE: 11%

PREDOMINANT GRADE: E-6

AVERAGE TICF: 150 MONTHS

AVERAGE TAFMS: 180 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
B24 Counsel or document counseling of subordinates on personal or work-related problems	97
C67 Prepare EPRs	95
A11 Establish or develop operating instructions (OIs), policy letters, or self-inspection task lists	94
A12 Establish performance standards for subordinates	92
C63 Inspect personnel for hygiene, grooming, or military standards	92
C57 Evaluate work schedules	92
C51 Evaluate or recommend individuals for promotion, upgrading, demotion, or downgrading	92
A5 Determine work priorities	90
D70 Conduct in-service training	90
C54 Evaluate subordinates' compliance with work standards	89
B35 Interpret policies, directives, or procedures for subordinates	87
B23 Conduct staff meetings	86
A22 Schedule leaves or passes	84
A7 Develop or review job descriptions	84
C49 Evaluate job descriptions	83
A14 Plan briefings	83
A9 Develop work methods or procedures	83
B45 Write correspondence	81
B40 Supervise Diet Therapy Specialists (AFSC 92650)	79
C58 Evaluate work standards	79
D85 Plan or schedule in-service training programs	78
C50 Evaluate maintenance or use of equipment or supplies	76
D82 Evaluate training progress of individuals	76
B41 Supervise Diet Therapy Supervisors (AFSC 92670)	63
B39 Supervise civilian personnel	60

TABLE VI
TECHNICAL TRAINING INSTRUCTOR JOB
(STG0076)

GROUP SIZE: 4
PERCENT OF SAMPLE: 1%
PREDOMINANT GRADE: E-5

AVERAGE TICF: 107 MONTHS
AVERAGE TAFMS: 98 MONTHS

The following tasks are in descending order of percent members performing

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
D77	Develop or update plans of instruction (POIs), specialty training standards (STs), or lesson plans	100
D72	Conduct resident technical training courses	100
D74	Counsel students or subordinates on training progress	100
D92	Score oral, written, or performance tests	100
D68	Administer oral, written, or performance tests	100
D76	Develop or design training aids	100
B24	Counsel or document counseling of subordinates on personal or work-related problems	100
D87	Prepare or design tests	100
A12	Establish performance standards for subordinates	100
D69	Arrange for or procure training aids, space, or equipment	100
D83	Make or recommend changes in training programs	100
B32	Implement security procedures	100
D82	Evaluate training progress of individuals	75
C63	Inspect personnel for hygiene, grooming, or military standards	75
C54	Evaluate subordinates' compliance with work standards	75
B45	Write correspondence	75
F174	Sample foods by taste and smell	75
D81	Evaluate training programs, techniques, or methods	50
D78	Direct or implement training programs	50
D84	Manage resident technical courses	50
C58	Evaluate work standards	50
A5	Determine work priorities	50
B35	Interpret policies, directives, or procedures for subordinates	50
B31	Implement safety procedures or programs	50
C62	Inspect foods before, during, or after preparation	50

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